



Responsible Vendor Program (RVP)

House Policy Requirements

The Responsible Vendor Program requires you to have house policies on responsible alcohol sales. You must have each employee read and sign the house policies, which must be posted in an area visible to the employees.

The house policies must include, at a minimum, the three subjects listed below. You may adopt additional house policies to ensure that your employees sell alcohol responsibly.

House Policy #1 - Acceptable forms of ID

It is against the law to sell alcohol to anyone who is under the age of 21. Instruct your employees to check the ID to ensure they sell alcohol legally. Set an age to check ID consistently. For example, you could require employees to check the ID of anyone who looks younger than the age of 30; some establishments choose to accept only horizontal Washington State Drivers licenses; it is up to you.

Your employees can accept any of the following forms of ID. These are the **only** acceptable forms of ID in Washington:

1. Valid state driver license from all 50 states and Canada with a photo, date of birth, and signature
2. Valid ID card issued by any state and Canada with a photo, date of birth, and signature
3. Valid US Military ID card
4. Valid passport
5. Merchant Marine ID
6. Washington Tribal Enrollment card

House Policy #2 - How to Check ID

Your house policy must state what process your employees will use when checking ID. Examples include: Asking the customer to remove the ID from their wallet or sleeve; feeling for cuts, bumps, or uneven lamination; checking the expiration date; making sure the birth date shows the person is 21 or older; comparing the photo with the person (height, weight, facial structure, etc.); being able to read and understand the ID. Methods for refusing sales of alcohol to minors or apparently intoxicated persons must also be included in the house policy.



House Policy #3 - What will happen if an employee sells to a minor or an apparently intoxicated person?

You must have a house policy explaining what will happen if an employee sells alcohol to a minor or an apparently intoxicated person. For example, your policy might say that any employee who sells to a minor or an apparently intoxicated person will be fired immediately. Or your policy might say that you will require the employee to retake a training course for the first violation, but they will be fired if they sell again.

Suggested House Policies to Promote Responsible Alcohol Sales

- Each business should develop its own house policies that are appropriate for the nature of the business, its location, and its customers.
- House policies may be stricter than what the law requires but may never allow illegal activity. All employees should be expected to follow house policies.
- The following list contains suggested house policies that many businesses have successfully used to prevent problems and promote a safe environment for their employees, customers and neighbors.

Policies appropriate for off-premises and on-premises businesses

1. Employees will know and obey liquor laws and house policies.
2. Managers will always support employees in refusing alcohol to minors and apparently intoxicated persons.
3. All on-duty employees must be notified when a customer is refused sale or service.
4. We will post the signs of visible intoxication.
5. We will post signs saying we will not sell alcohol to minors or visibly intoxicated persons.
6. Employees may not report to work under the influence of alcohol or other intoxicants.
7. Employees must not consume alcohol or other intoxicants while on duty.